

KAUAI COUNTY DEPARTMENT OF FINANCE  
RULES AND REGULATIONS OF THE DIRECTOR OF FINANCE  
UNDER SECTION 286-42 AND CHAPTER 91,  
HAWAII REVISED STATUTES

Section 1. Purpose and Scope.

These rules govern the procedures to be followed for the issuance of motor vehicle registration and license plates for new motor vehicles by new car dealerships and motor vehicle rental companies.

Section 2. Definitions.

As used in these rules, unless the context clearly requires otherwise:

- 2.1 "Director of Finance" shall mean the Director of Finance of the County of Kauai, or his duly authorized representative.
- 2.2 "New car dealership" or "dealer" shall mean a dealer licensed under Hawaii Revised Statutes Chapter 437 to engage in the business of selling at wholesale or retail or both, new motor vehicles.
- 2.3 "Motor vehicle rental companies" or "rental car company" shall mean any company that is primarily in the business of providing motor vehicles to the public under a motor vehicle rental agreement for a period not to exceed ninety days.

Section 3. Amendment or Repeal of Rules.

- 3.1 The Director of Finance may amend or repeal these rules or add to them as provided in Section 91-3, Hawaii Revised Statutes.
- 3.2 Any interested person may petition the Director of Finance requesting the amendment or repeal of any of these rules or the adoption of new rules as provided in Section 91-6, Hawaii Revised Statutes.

Section 4. Severability.

If any portion of these rules or the applicability thereof should be held invalid for any reason, such invalidity shall not affect other provisions or

applications which can be given effect without the invalid provisions or applications and to this end these rules are declared to be severable.

Section 5. Request for License Plates, Emblems and Certificate of Registration Forms.

- 5.1 All requests must be submitted to the County of Kauai, Department of Finance, Treasury Division (MVR), 4444 Rice Street, Suite #466, Lihue, Hawaii 96766. For initial requests prior to certification of the dealer/rental car company, submit all requests no later than three working days prior to the site certification visit.
- 5.2 All requests must be submitted on the official request form (Form FDR-1), and must be signed by the authorized dealer/rental car company representative, not the service provider.
- 5.3 Replenishment requests will be filled and ready for pickup within two working days after submission of such requests. The dealer/rental car company may authorize, in writing, the MVR to contact the dealer/rental car company's service provider for pickup.
- 5.4 The dealer/rental car company shall account for and keep secured at all times, its inventory of supplies.

Section 6. License Plate and Emblem Returns.

Emblems and Plates Returned report (Form FDR-2) must be submitted from dealer/rental car company for:

- 6.1 Mutilated emblem(s) must be returned with report.
- 6.2 Missing emblem(s).
- 6.3 Stolen emblem(s) along with a copy of the police report.
- 6.4 Unissued emblems (Form FDR-3) from the prior month must be returned to the Motor Vehicle Registration Section no later than five working days after the end of the calendar month.

Section 7. Submission.

- 7.1 Documents, checks and two copies of the cashiers collection report (CCR) shall be dropped off **ONLY** at the Treasury Division (MVR), 4444 Rice St., Suite #466, Lihue, Hawaii 96766. If the dealer/rental car company wishes to retain a record that the MVR received the batch, the dealer/rental car company shall submit a third CCR for

the MVR staff for endorsement and acknowledgement of receipt of the batch.

- 7.2 Unless authorized by the Motor Vehicle Registration Officer or Supervising Treasury Clerk, a **maximum of 25 vehicle registrations** may be submitted for each CCR. For example, **if the dealer/rental car company registers a total of 65 vehicles, three (3) batched must be submitted.** This will minimize the dealer/rental car company's exposure to the penalty specified below in the event a batch is rejected.
- 7.3 The check amount must equal the CCR.
- 7.4 All documents pertaining to each vehicle must be stapled to the typed registration application, and arranged in consecutive license number order which corresponds with the CCR. These documents must be submitted with the CCR.
- 7.5 All documents must be submitted to MVR within 10 calendar days or less from the date the vehicle is registered. It is recommended that the documents be dropped off as soon as possible to provide the dealer/rental car company time to make corrections in the event a batch is rejected (one document error will result in rejection of the entire batch). i.e., if the batch of documents are received by MVR on the 10<sup>th</sup> calendar day and is rejected, the dealer/rental agency will not have sufficient time to make any necessary corrections and meet the deadline.
- 7.6 A **penalty of \$50.00** (up to \$1,250.00 per batch) for each vehicle will be assessed if the final corrected documents are not received by MVR within 10 calendar days from the date the vehicle is registered.
- 7.7 Once the batch is processed by MVR, all corrections will be assessed a **\$5.00 Dealer Correction fee.**
- 7.8 MVR will notify the dealer/rental car company when the Certificates of Titles are issued and ready for pick up.

## Section 8. Office Requirements.

- 8.1 The dealer/rental company must provide a **secured office** at its location within the Kauai County for the purpose of Fleet Dealer Registration. Dealer/rental car companies with more than one site in the County of Kauai may consolidate their Fleet Dealer Registration at one office.

8.2 Different dealer/rental companies **shall not** consolidate or share the same office.

8.3 Each Fleet Dealer Registration Office must be certified by a Kauai County Treasury (MVR) Representative prior to operation.

Section 9. Termination/Suspension.

The Director of Finance or the Treasurer may, when the interests of the County of Kauai so require, terminate or suspend the dealer/rental car company's authorization to participate in the Fleet Dealer Registration Program without notice.

# REGISTRATION, PLATE & EMBLEM REQUEST

From: _____  Telephone No.: _____ Requested By: _____ Date: _____ Print Name of Person: _____	To: County of Kauai Department of Finance Treasury Division (MVR)  Received By: _____ Date: _____ Print Name of Person: _____
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For pick-up call:  <input type="checkbox"/> Dealer @ _____ <input type="checkbox"/> _____	Called for pick-up:  Date: _____ Time: _____      Initials: _____
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QTY	Plates

QTY	Emblems: Exp. Mo. Yr.\From-To

QTY	Plates

QTY	Emblems: Exp. Mo. Yr.\From-To

I hereby acknowledge that I have received the aforementioned items. If any item(s) is/are mutilated, I will return them or if any item(s) is/are missing or stolen I will notify the Treasury Division (MVR).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**Emblems & Plates Returned**

**From : Tags Auto Registration**

**To : Division of Motor Vehicles and Licensing - Accounting Section**

**Date : 03-01-2000**

**We are returning the following missing and/or mutilated emblems and/or plates**

<b>Plates</b>	<b>Reason</b>	<b>Emblems</b>	<b>Month/Year</b>	<b>Reason</b>
000	MISSING	K00001	03/01	MISSING
XYZ007	MUTILATED	K00002	03/01	MUTILATED
XYZ008	MISSING	K00003	03/01	MUTILATED
XYZ009	MUTILATED	K00004	03/01	MISSING
XYZ010	MISSING	K00005	03/01	MISSING

**Reason.....: Manufacturer Defect**

**Total Plates .. : 5**

**Total Emblems .. : 5**

**Submitted by : \_\_\_\_\_ Date : \_\_\_\_\_**

**Received by : \_\_\_\_\_ Date : \_\_\_\_\_**

Expired Emblems Returned

From : HERTZ CORPORATION

To : Division of Motor Vehicles and Licensing - Accounting Section

Date : 03-01-2000

We are returning the following expired emblems

Emblems	Month/Year
X00004	03/01
X00005	03/01

Total Emblems .. :

Submitted by : \_\_\_\_\_ Date : \_\_\_\_\_

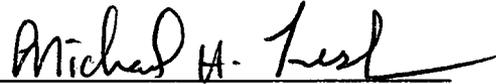
Received by : \_\_\_\_\_ Date : \_\_\_\_\_

CERTIFICATION

I, Michael H. Tresler, Director of Finance, County of Kaua'i, do hereby certify:

1. That the foregoing is a full, true and correct copy of the Rules and Regulations Relating to Fleet/Dealer Registration Program; which was adopted by the Director of Finance, County of Kaua'i, on June 27, 2005.

2. That notice of public hearing on the foregoing Rules, which notice included a statement of the substance of the proposed Rules, was published in the Garden Island Publication on April 26, 2005; that public hearing was held at Meeting Room no. 2, Mo'ikeha Building, 4444 Rice Street, Lihu'e, Hawaii 96766 on May 27, 2005.



MICHAEL H. TRESLER  
Director of Finance  
County of Kaua'i

APPROVED AS TO FORM:

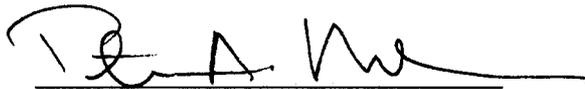
  
W. Carmen Wong  
Deputy County Attorney  
County of Kaua'i

APPROVED ON THIS <sup>27<sup>TH</sup></sup>~~20<sup>TH</sup>~~ DAY OF June, 2005.

  
BRYAN J. BAPTISTE  
Mayor  
County of Kaua'i

RECEIVED AND FILED THIS 5<sup>th</sup> DAY OF July, 2005

CERTIFICATION OF COUNTY CLERK



PETER A. NAKAMURA  
County Clerk  
County of Kaua'i

I hereby certify that on  
July 5, 2005, I have  
accepted for filing from the  
Director of Finance, County  
of Kaua'i, The Rules and  
Regulations relating to Fleet/  
Dealer Registration program  
adopted by the Director of  
Finance and the Department  
of Finance, County of Kaua'i on  
June 27, 2005.

*and*